

REPORT - PLANNING COMMISSION MEETING
September 23, 2004

Project Name and Number: FIRE STATION #8 (PLN2004-00049)

Applicant: City of Fremont

Proposal: To consider a Planned District Major Amendment for a proposed fire station in the Centerville Planning Area.

Recommended Action: Recommend to City Council.

Location: 35659 Fremont Boulevard in the Centerville Planning Area.

APN: 543-394-29-2

Area: 0.94 acre

Owner: City of Fremont

Agent of Applicant: Bill Reykalin, Fire Chief; Jake Lavin, Project Manager

Environmental Review: A Mitigated Negative Declaration has been previously prepared and adopted for this project.

Existing General Plan: Medium Density Residential, 11-15 Units per Acre

Existing Zoning: Planned District P2002-339

Existing Land Use: Vacant

Public Hearing Notice: Public hearing notification is applicable. 262 notices were mailed to owners and occupants of property within a minimum radius of 500 feet from the site on the following streets: Fremont Boulevard, Colima Court, Sunset Terrace, Bacinada Drive, Bacinada Court, Rosalita Court, Tamayo Street, McCarty Common, Stowe Common, Kettering Terrace, Marshall Terrace, Nicolet Avenue, Lorenzo Terrace, Malva Terrace, Grama Terrace, Lana Terrace, Cadiz Drive, Cadiz Court, and Jacinto Drive. The notices to owners and occupants were mailed on September 10, 2004. A Public Hearing Notice was delivered to The Argus newspaper on September 3, 2004 to be published by September 9, 2004.

Executive Summary: The applicant requests a Planned District Major Amendment for a proposed fire station in the Centerville Planning Area.

Background and Previous Actions: In November 2002, a Fire Safety Bond measure was approved by 74% of the voters of Fremont. The \$51 million Fire Safety Bond is funding land acquisition and construction of three new fire stations, seismic retrofit of the remaining stations, and the construction of a public safety training center. On September 23, 2003, Planning Commission approved a finding that City acquisition of the proposed site at 35659 Fremont Boulevard is in conformance with the General Plan. The purpose of the property acquisition was to allow the City to develop a new fire station to replace the existing Fire Station #8 now located at 3723 Darwin Drive. The City has since purchased the property. The site was previously approved for a twelve unit townhouse development, Brookvale Villas (PLN2002-00339).

Project Description: The applicant is requesting that the Planning Commission recommend to City Council the Planned District Amendment for the site at 35659 Fremont Boulevard. The Planned District amendment would allow the development of a new fire station to replace the existing Fire Station #8 now located at 3723 Darwin Drive. The proposed

site is approximately one acre. The project site is located in an area with existing residential and commercial development on all sides of the site.

The proposed new Fire Station #8 is approximately 10,144 square feet with three apparatus bays. It will house one engine company (three personnel), with room for expansion, as well as reserve apparatus within the three bays. The structure is a combination of one and two story areas and includes a kitchen, dining room, day room, exercise room, bedrooms, office area, turnout room, project & supplies work area and storage, restrooms, public area, and other accessory features. The site design includes an open security fence and gate at the front of the property and a masonry wall around the remainder of the site. Other site features include public and employee parking, an emergency generator and fuel tank, an outdoor patio area, and landscaping in both public and secured areas. The building will be staffed and operational as a fire station 24-hours a day, 365 days a year.

General Plan Conformance: The project site land use designation is Medium Density Residential, 11-15 Units per Acre. The General Plan allows public facilities to be located in residentially designated areas, although conditions may be established to limit the impacts of these uses on residents. The site would provide fire protection for the northern area of the City of Fremont and response elsewhere in the City of Fremont by providing improved fire response facilities. The project site is located on an arterial street. The new fire station location is expected to support the Fire Department goal of responding to emergency calls within 5.5 minutes on 95% of the calls. The existing location of Fire Station #8 is in a converted residence and was meant to be a "temporary" location. The Fire Department has developed a computer model of incidents and coverage of the City. The site was chosen in the context of all districts and the number of calls received by all stations. The three busiest stations are located in the Central, Centerville, and Irvington areas. Those three stations receive half of all emergency calls. The proposed fire station is consistent with the following objective, policy, and implementation measures of the General Plan:

Fundamental Goals of the General Plan:

Goal F-10: PUBLIC SERVICES RESPONSIBLY MANAGED AND EQUITABLY DISTRIBUTED THROUGHOUT THE CITY.

Public services must continue to be equitably distributed throughout the city. To the maximum degree feasible, all areas should be equally served by parks, fire stations, libraries, and other public facilities and services.

Health and Safety Goals and Policies:

Objective HS 4.1:	Development locations and standards which limit the potential health and safety risks, and the risks of severe economic loss due to fire hazards.
Policy HS 4.1.1:	Provide an adequate level of fire equipment and personnel to protect the community.
Implementation 1:	Continue to implement plan for improving fire service through expansion to 11 stations, movement of stations and other improvements.
Objective HS 5.1:	Maximum feasible achievement of a five minute 30 second response time for areas where response time for areas where response time is identified as achievable.
Policy HS 5.1.2:	Consider improvements in services and facilities to provide maximum feasible achievement of a five minute 30 second response within the City.

Zoning Conformance: The property is zoned Planned District. A residential townhouse development previously was approved for the site. The proposed public facilities use is typically subject to a Conditional Use Permit, but is being processed as a Planned District Amendment because of the existing zoning. The proposed site design and setbacks are appropriate for the neighborhood and the function of the fire station.

Architecture: The proposed fire station is a combination of one and two story areas with a maximum height of twenty-nine feet. The station design includes a three bay apparatus room, public lobby, internal staff work areas and living quarters. The proposed exterior finishes are a combination of dark red split face concrete masonry units (CMU) with light gray smooth precision concrete block accent banding and stucco in two shades of light warm gray. The windows are gray tinted glass with aluminum frames. The roof material is lightweight concrete tile that is a dark gray variegated color. A deep red is used as an accent color for the main doors, fascia and trim. Other accent elements are the use of glass block near the front public entry and on the tower. The tower is the pole enclosure and could be a more prominent element in the façade. Staff recommends the tower be increased in height by two to three feet to make it more distinct from the surrounding roof. The design also includes metal brackets on the north and east elevations. The proposed fire station is subject to the requirements of the City of Fremont Public Art program for new construction. The Art Review Board and staff have recently started the process to select art for the fire station.

Landscaping: The site will have a variety of plant materials including the required street trees and site trees. The enclosed landscape plan is very preliminary. A revised landscape plan will be provided at the Planning Commission meeting.

Parking: The Zoning Ordinance does not specifically address parking requirements for fire stations. The proposed site plan provides four parking spaces, including one handicapped accessible space, near the front entrance and available to the public. Twelve parking spaces are provided for employees to park within the secured side and rear of the fire station. Staff believes the number of spaces is acceptable based on the three person staff of the engine company, possible training functions, limited public activities, as well as the number of spaces customarily provided at other fire stations throughout the City.

Circulation/Access Analysis: Two new driveways on Fremont Boulevard provide access to the project site. The southerly driveway is fifty-five feet wide and used for emergency vehicles leaving the fire station during response calls. The northerly driveway is twenty-eight feet wide and will provide for employee and visitor vehicular ingress and egress. The northerly driveway will also provide ingress for emergency vehicles returning to the fire station.

On-site circulation is divided into two areas. The smaller area provides unrestricted access to the parking stalls available for visitors to the fire station. In the larger area, access is restricted by a security gate and fencing. Emergency vehicles and employee vehicles will proceed through the security gate in order to access the emergency vehicle bays (inside the building) and to access the employee parking. Pedestrian circulation is provided via sidewalks that connect the parking areas and public right-of-way to the fire station lobby.

In order to provide for ingress and egress of emergency vehicles, the existing landscaped median in Fremont Boulevard will be modified to remove approximately 60 linear feet in front of the southerly driveway. Additional modifications to Fremont Boulevard will include installation of signs and pavement markers to provide notification to approaching vehicles that a fire station is ahead. Also, the applicant is proposing the installation of public sidewalk along the street frontage. Street improvement plans shall be submitted for review and approval by the City Engineer during Development Organization review.

Urban Runoff Clean Water Program: The Federal Clean Water Act of 1972 and Water Quality Act (1987) require localities throughout the nation to obtain a National Pollutant Discharge Elimination System permit (NPDES) in order to discharge storm water into public waterways such as creeks, rivers, channels and bays. The applicant will comply with the City's Urban Runoff Clean Water Program in accordance with the NPDES requirements issued by the State's Water Quality Control Board.

Geologic Hazards: The project site is identified as an area of potential liquefaction by the State Geologist on the Seismic Hazard Zones, Newark Quadrangle Official Map dated July 2, 2003. A geotechnical report defining and delineating any

seismic hazard has been completed by the project geologist, reviewed and approved by the City's geotechnical peer review consultant, and filed with the State Geologist. The geotechnical recommendations in the approved report will be incorporated into the project design and construction.

Waste Management: This project involves Fire Station/Institutional construction and shall be subject to the provisions of the California Integrated Waste Management Act of 1989 (AB939). The Act requires that 50% of the waste generated in the City of Fremont be diverted from landfill sites by the year 2000. Additionally, the project is subject to the City's Source Reduction and Recycling Element (1992), an Integrated Waste Management Ordinance (1995), and a Commercial/Industrial Recycling Plan (1997). These documents require that any new project for which a building permit application is submitted to include adequate, accessible, and convenient areas for collecting and loading trash and recyclable materials. Any trash/recycling enclosure for the project shall be designed in a manner to be architecturally compatible with nearby structures and with the existing topography and vegetation in accordance with such standards.

Response from Agencies and Organizations: No outside response or comment had been received at the time of publication of this report.

Community Meeting Comments: During the design process, a series of community meetings were held on March 24, April 21, and September 13, 2004. The attendees were primarily adjoining neighbors to the project. Concerns were expressed regarding the site plan, lights, noise, traffic issues on Fremont Boulevard and the architecture of the station. The enclosed memo (dated September 15, 2004) describes the issues and staff responses.

Environmental Analysis: A Mitigated Negative Declaration was previously prepared and adopted for this project by City Council on October 7, 2003.

Enclosures: Exhibit "B" Site plan, Floor plans, Elevations, Civil, and Landscape Plans
City of Fremont Memo dated September 15, 2004
Architect statement

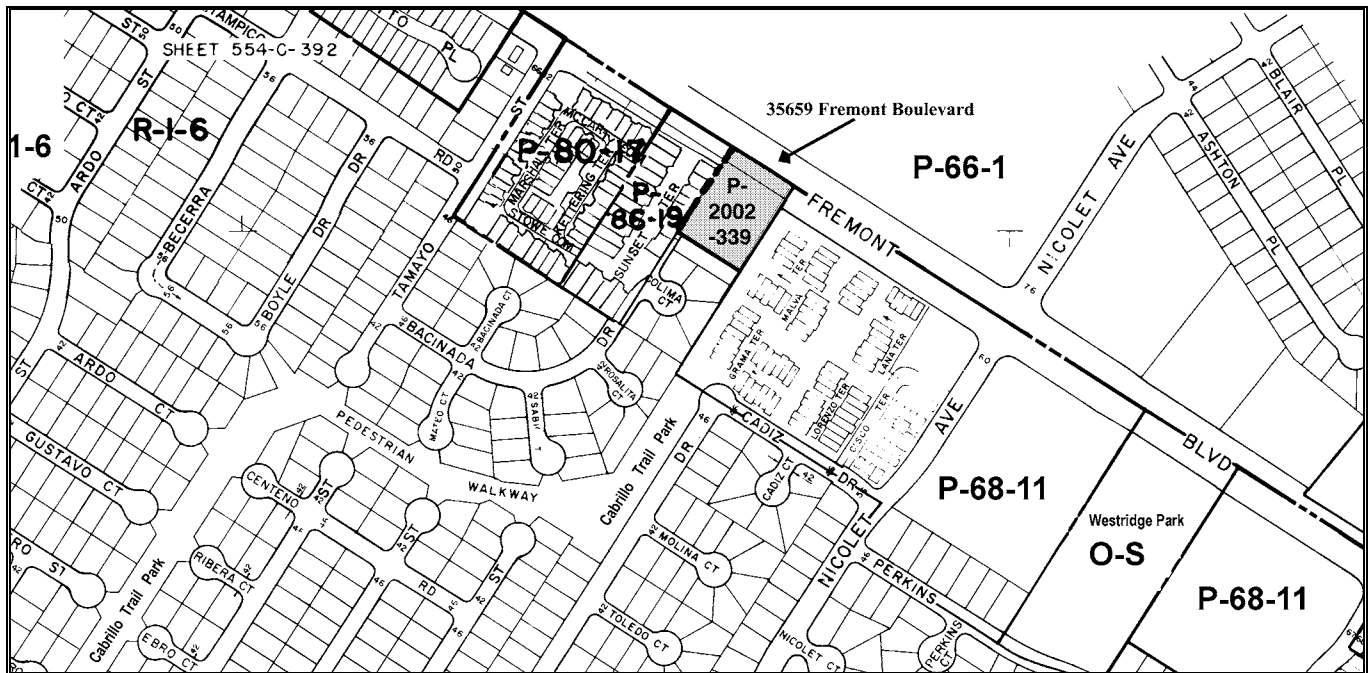
Informational:

Exhibits: Exhibit "A" Planned District Amendment
Exhibit "B" Site plan, Floor plans, Elevations, Civil, and Landscape Plans
Exhibit "C" Findings and Conditions of Approval
Exhibit "D" Color and Material Sample Board

Recommended Actions:

1. Hold public hearing.
2. Find that the Mitigated Negative Declaration previously adopted on October 3, 2003 addressed and mitigated the environmental impacts of this planned district amendment.
3. Find that PLN2004-00049 is in conformance with the relevant provisions contained in the City's existing General Plan. These provisions include the designations, goals and policies set forth in the General Plan's Fundamental Goals and Health and Safety Chapters, as set forth in Exhibit "B", hereby adopted by reference.
4. Find PLN2004-00049, as per Exhibit "B" (site plan, floor plans, elevations and civil, and landscape plans), fulfills the applicable requirements set forth in the Fremont Municipal Code.
5. Recommend to the City Council the planned district amendment as shown on Exhibit "A" (Planned District Amendment, Exhibit "B" (site plan, floor plans, elevations and civil, and landscape plans), and Exhibit "D" (material color and sample board) for PLN2004-00049 be approved, based upon the findings and subject to the conditions of approval set forth in Exhibit "C".

Existing Zoning
Shaded Area represents the Project Site



Existing General Plan

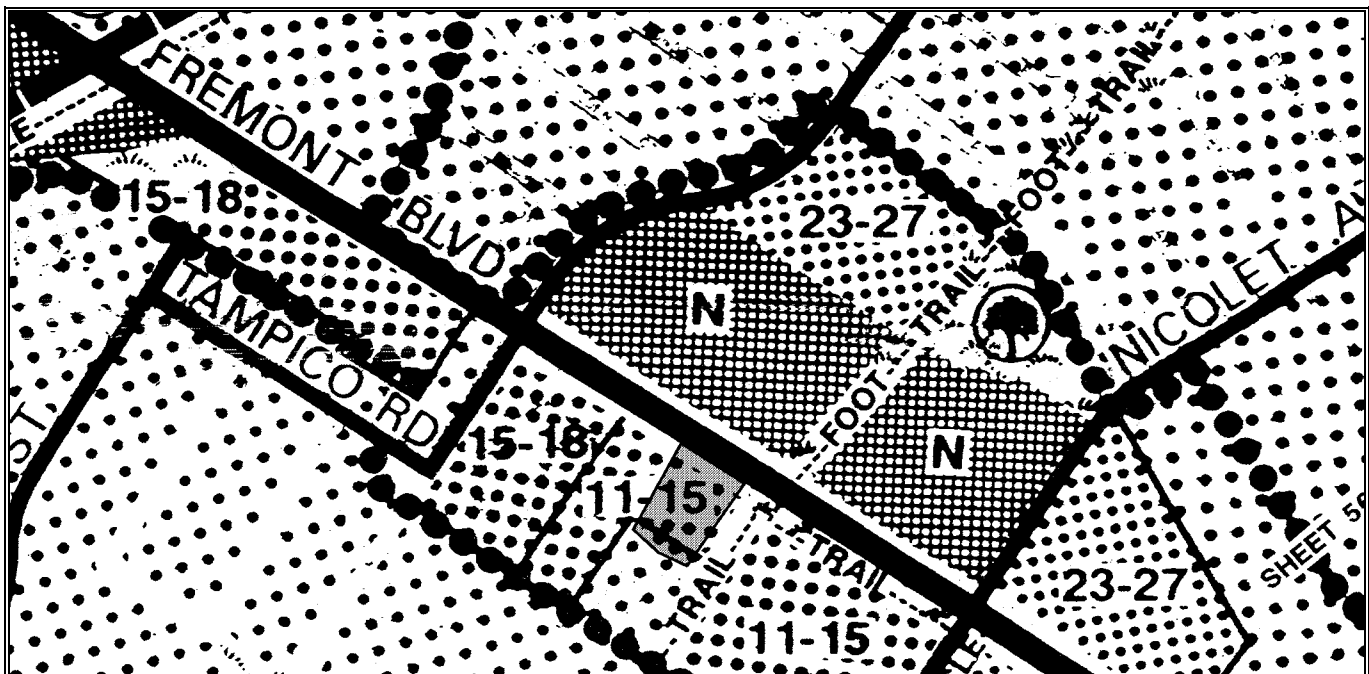


EXHIBIT "A"

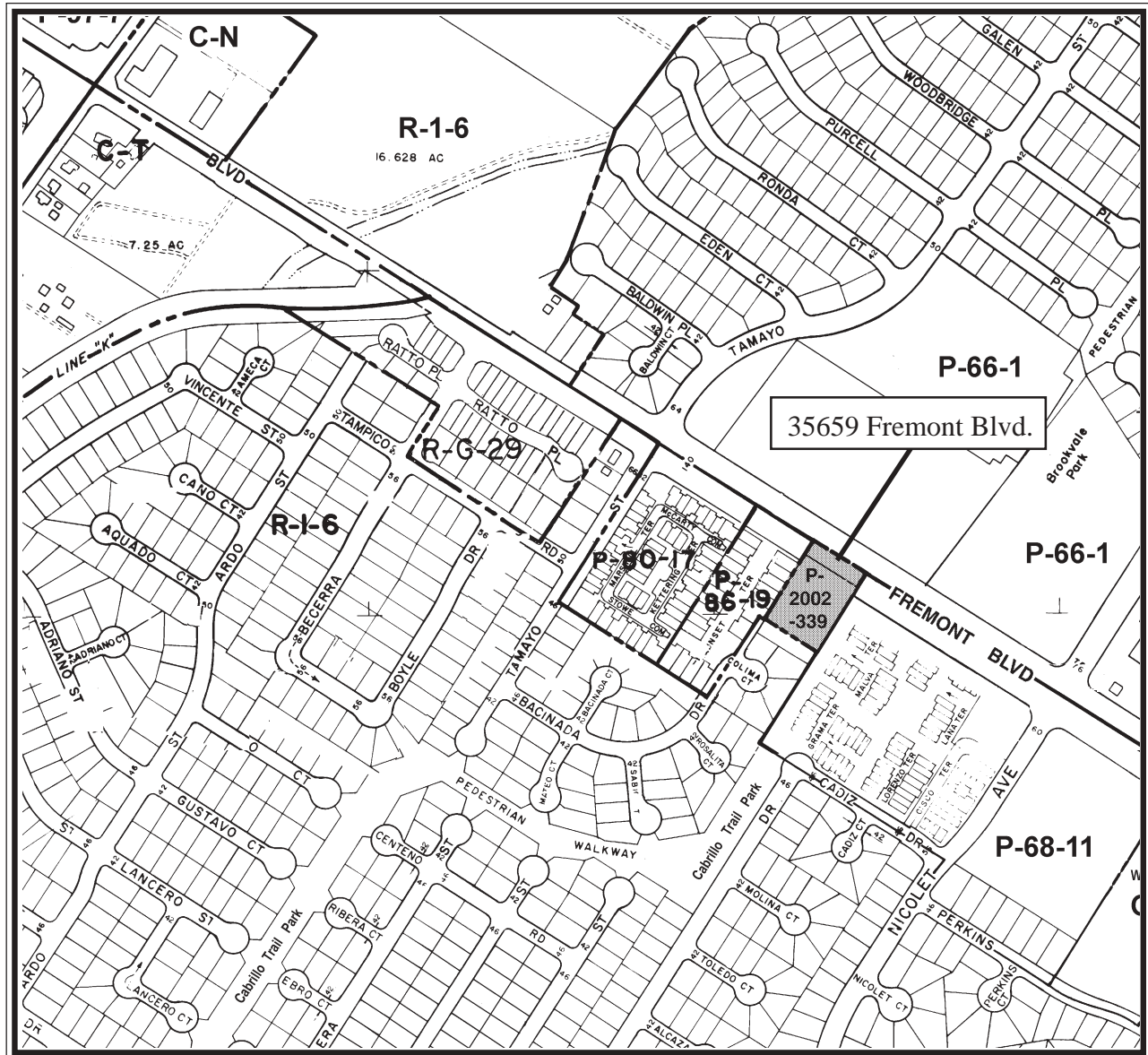
Attached to and made a part of

Ordinance No. _____

adopted by the City Council of the City of Fremont, California

On the _____ **day of** _____, 20____.

ZONING MAP (SECTION) CITY OF FREMONT, CALIFORNIA



From: P-2002-339

To: P-2002-339

[pc on 09-23-2004] 54-388, 54-392



AFFECTS ZONING MAP(S) FOR THE CENTERVILLE PLANNING AREA

Associated files:

PLN2002-00339 (PD), PLN2004-00049 (PD Amend)

Exhibit "C"
Findings and Conditions of Approval
Fire Station #8 – Fremont Boulevard (PLN2004-00049)

FINDINGS:

Based on the information in the staff report to the Planning Commission dated September 23, 2004, and the testimony at the public hearing, the Planning Commission finds as follows:

1. The proposed "P" district, an amendment to a Planned District, or given unit thereof, can be substantially completed within four years of the establishment. The applicant expects construction to begin August, 2005 and occupy the building within the four-year time period.
2. Each individual unit of development, as well as the total development, can exist as an independent unit capable of creating an environment of sustained desirability and stability or that adequate assurance will be provided that such objective will be attained; the uses proposed will not be detrimental to present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts.

This proposal is an amendment to an already approved Planned District to allow construction of a fire station. Public facilities may be located in residentially designated areas, although conditions may be established to limit the impacts of these uses on residents. The fire station would provide fire protection for the northern area of the City of Fremont and response elsewhere in the City of Fremont by providing improved fire response. The proposed use will not be detrimental to present and potential surrounding uses because the location on the site and building have been designed to minimize impacts.

3. The streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic, and increased densities will not generate traffic in such amounts as to overload the street network outside the P district.
4. Any exception from standard ordinance requirements is warranted by the design and amenities incorporated in the precise site plan, in accord with adopted policy of the planning commission and the city council.
5. The area surrounding said development can be planned and zoned in coordination and substantial compatibility with the proposed development.
6. The P district is in conformance with the general plan of the City of Fremont.

Based on the information in the staff report it is clear that the "P" district amendment conforms to the general goals, policies and the land use designation for the site.

7. Existing or proposed utility services are adequate for the project.

The utility companies were notified of the development. They did not state that they will be unable to provide services to the site.

CONDITIONS:

Prior to issuance of building permits:

General:

- A-1 Approval of this amendment to a Planned District is based upon conformance with Exhibit "B" (Site Plan, Building Floor Plans and Elevations, Preliminary Landscape Plan), and all conditions of approval for PLN2004-00049 as set forth in Exhibit "C". All colors and materials shall comply with those included in Exhibit "D", unless otherwise indicated in the conditions included herein.

- A-2 Plans shall be submitted to the Development Organization for review to insure conformance with relevant codes, policies and other requirements of the Fremont Municipal Code.
- A-3 The identified air quality impacts of grading and construction, dust suppression measures shall be incorporated into the project conditions of approval and construction drawings. Dust generated on the project site shall be controlled by watering all exposed areas at least twice daily during excavation, and especially during clearing and grading operations. Additional watering on windy or hot days is required to reduce dust emissions. Stockpiles of sand, soil, and similar materials shall be covered with a tarp. Cover trucks hauling dirt or debris to avoid spillage. Paving shall be completed as soon as feasible to reduce the time that bare surfaces and soils are exposed. In areas where construction is delayed for an extended period of time, the ground shall be replanted to minimize the generation of dust. A person shall be designated to oversee the implementation of the dust control program.
- A-4 Minor modifications to building designs and elevations may be made subject to review and approval of the Assistant City Manager, if such modifications do not deviate from the architectural character of the original approval.
- A-5 Should any cultural resources or human remains be unearthed during site development work, work will immediately cease and the provisions of CEQA Guidelines, Article 5, Section 15064.5 will be followed.
- A-6 All roof mounted and other mechanical equipment shall be screened from view from adjacent public rights-of-way and other uses. No equipment shall project outside the face of the building, unless screened.
- A-7 All utility sources associated with the development of this project, including PG&E meters, and any roof mounted mechanical equipment shall be screened from view from the public right-of-way, and will be subject to the review and approval of staff during the Development Organization review process.
- A-8 Other than public roadway lights, no exterior lighting shall be permitted except those with a concealed source. No fluorescent "security lightning" sources shall be permitted on the exterior of the building unless they are adequately screened.
- A-9 Lighting fixtures in the parking areas shall be focused onto the project site and shielded away from adjacent roadways and residences. The design and details will be subject to the review and approval of staff during the Development Organization review process.
- A-10 Applicant shall consider increasing the height of the tower element two to three feet in height. shall be increased

Environmental Services:

- B-1 External refuse and recycling storage areas (enclosures) shall be located near the building, and shall allow easy access by collection vehicles. They shall be designed and sized in compliance with FMC Section 8-22155 and the City's Waste Handling & Recycling Requirements and Policies (09/2002).
- B-2 Prior to beginning work on this project the applicant must complete and return to Environmental Services a **City of Fremont Waste Handling Plan**. Within 5 days of completing the work, the applicant must complete and return to Environmental Services a **City of Fremont Waste Disposal & Diversion Report**. A Project Waste Handling Plan must be completed by the applicant and returned to the Environmental Services Division before any demolition or construction permits are issued. The form can be obtained through the City of Fremont Environmental Services Division, 39550 Liberty Street, Fremont.
- B-3 The applicant will use as many environmentally friendly materials and construction techniques as available and feasible.

Engineering:

- C-1 Plans shall be submitted to the Development Organization for review and approval to insure conformance with relevant codes, policies, and other requirements of the Fremont Municipal Code.
- C-2 Street right-of-way dedications and street improvements are required on Fremont Boulevard. Street improvement plans, prepared by a civil engineer, shall be submitted with the building permit plans for review and approval of the City Engineer prior to issuance of the building permit.
- C-3 The layout, design, and stripping of the proposed median opening in Fremont Boulevard shall be subject to review and approval by the City Engineer. The design team shall work with staff during Development Organization to reduce the opening, preferably to less than sixty feet in length.
- C-4 The applicant shall submit a detailed soils report, including recommendations regarding pavement structural sections, prepared by a qualified soils engineer registered by the State of California. The soils report shall include specific recommendations for on site pavement areas that will experience repeated exposure to heavy vehicle loads.
- C-5 Grading operations shall be in accordance with recommendations contained in the required soils report and shall be supervised by an engineer registered in the State of California to do such work.
- C-6 Proposed curb elevations for the street system shall not be less than 1.25 feet above the hydraulic grade line (design water surface) and at no point should the curb grade be below the energy grade line. On-site grades are to be a minimum of 0.75 feet above the hydraulic grade line.
- C-7 The applicant shall provide for a functional system to control erosion and siltation during and after construction subject to review and approval by the City Engineer or Alameda County Flood Control and Water Conservation District. A separate plan shall be submitted for this purpose during Development Organization.
- C-8 The developer shall comply with the City's Urban Runoff Clean Water Program in accordance with the NPDES requirements issued by the State's Water Quality Control Board.
- C-9 The project design shall include storm water measures for the operation and maintenance of the project for the review and approval of the City Engineer. The project plan shall identify Best Management Practices (BMPs) appropriate to the uses conducted on site that effectively prohibit the entry of pollutants into storm water runoff.
- C-10 The developer is responsible for ensuring that all contractors are aware of all storm water quality measures and that such measures are implemented. Failure to comply with the approved construction Best Management Practices will result in the issuance of correction notices, citations, or stop orders.
- C-11 The property owner is responsible for litter control and for sweeping of all paved surfaces. Sidewalks, parking lots, and other paved areas must be swept regularly to prevent the accumulation of litter and debris. If pressure washed, debris must be trapped and collected to prevent entry into the storm drain system. No cleaning agent may be discharged to the storm drain.
- C-12 All on-site storm drains are to be cleaned prior to building occupancy and also be cleaned each year immediately before the beginning of the rainy season (October 15). Annual cleaning shall include inspection, maintenance, and/or replacement of provided storm water quality site design measures.
- C-13 All landscaping shall be properly maintained and shall be designed with efficient irrigation practices to reduce runoff, promote surface filtration, and minimize the use of fertilizers and pesticides, which can contribute to runoff pollution.
- C-14 All paved outdoor storage areas must be designed to reduce and limit the potential for runoff of contact pollutants. Bulk materials stored outdoors may need to be covered as determined by the City Engineer.

- C-15 All public and private storm drain inlets are to be stenciled "No Dumping – Drains to Bay" using stencils purchased from the Alameda County Urban Runoff Clean Water Program at 951 Turner Court, Hayward, California. Color and type of paint to be as approved by the City Engineer. Alternative inlet marking may be proposed by the applicant, subject to review and approval of staff during Development Organization.
- C-16 The developer and/or contractor shall notify Underground Service Alert (U.S.A.) at 1-800-227-2600 at least two working days before beginning any excavation for this project. A prominent note shall be included in the project plans requiring the notification of U.S.A.
- C-17 All trash and recycling areas are to be enclosed. No other area shall drain to the enclosed area. Drains in any wash area or process area shall not discharge to the storm drain. Drains should connect to the sanitary sewer subject to approval of the Union Sanitary District.
- C-18 The trash enclosure shall be designed in the same manner as the building on the site and are to be designed to accommodate any City-mandated recycling facilities, subject to review and approval of staff during the Development Organization review process.

Landscape:

- D-1 All planting areas containing trees shall be free of all utility structures (including light standards). Clearances between utilities and trees shall conform to SD-34 City Standard Street Tree Clearances.
- D-2 A landscape plan shall be submitted to the Development Organization, as directed by the City Landscape Architect, for review and approval, indicating full details regarding (1) paving materials and textures of walkways and paved pedestrian areas, (2) lighting of walkways and pedestrian areas with low intensity non-glare type fixtures, (3) screening of driveways and parking areas, and (4) landscaping of site and open areas. As part of the landscape plans the applicant shall submit:
- a) An underground irrigation plan.
 - b) Weed control specifications.
 - c) A lighting plan for the illumination of the building, pedestrian and parking areas. Type of lighting fixtures, their heights, intensity and direction shall be clearly indicated.
 - d) Construction details of raised planters, walkways, paths, benches, walls, fences, trellised, and other architectural features as appropriate to the project.
- D-5 All provisions of the City of Fremont Landscape Development Requirements and Policies (LDRP) shall apply to this project unless otherwise approved by the City Landscape Architect.

Fire Department:

- E-1 The applicant shall meet all requirements in the 2001 California fire code and all local amendments to that code in Ordinance #2485.
- E-2 The applicant should consider installation of an on site fire hydrant. Stations normally have an on site fire hydrant for refilling tanks and for training.
- E-3 The applicant shall install Fire alarm system as required. The system must be monitored. The system must be N.F.P.A. 72 compliant and have an interior audible device per the C.F.C. Upon completion a "UL" serial numbered certificate shall be provided at no cost to the City of Fremont Fire and Life Safety Inspector. Fire alarm systems devices shall be addressable and report to the Central Monitoring Station addressable.

During Construction

- 1) Landscaping shall be designed with an efficient irrigation system to reduce runoff and promote surface filtration and, at the same time, minimize the use of fertilizers, herbicides and pesticides which can contribute to urban runoff pollution, subject to the review and approval of staff during the Development Organization review process. All landscaping shall be properly maintained.
- 2) Hours of construction shall be limited to 7 a.m. to 6 p.m. Monday through Friday, and 9 a.m. to 6 p.m. Saturday. No construction shall be permitted on Sundays. Failure to comply with the hours of operation, as listed above, will result in withholding of inspections.
- 3) The project shall comply with dust suppression measures. Dust generated on the project site shall be controlled by watering all exposed areas at least twice daily during excavation, and especially during clearing and grading operations. Additional watering on windy or hot days is required to reduce dust emissions. Cover stockpiles of sand, soil and similar materials with a tarp. Cover trucks hauling dirt or debris to avoid spillage. Paving shall be completed as soon as is practicable to reduce time that bare surfaces and soils are exposed. In areas where construction is delayed for an extended period of time, the ground shall be re-vegetated to minimize the generation of dust. Street sweeping shall be conducted to control dust and dirt tracked from the project site off site. A person shall be designated to oversee the implementation of dust control

Prior to release of building for occupancy:

1. The property owner is responsible for litter control and for sweeping of all paved surfaces. Sidewalks, parking lots, and other paved areas must be swept regularly to prevent the accumulation of litter and debris. If pressure washed, debris must be trapped and collected to prevent entry into the storm drain system. No cleaning agent may be discharged to the storm drain.
2. All on-site storm drains are to be cleaned prior to building occupancy and also be cleaned each year immediately before the beginning of the rainy season (October 15). Annual cleaning shall include inspection, maintenance, and/or replacement of catch basin filter inserts. The City Engineer may require additional cleaning
3. All public and private storm drain inlets shall be labeled "No Dumping - Drains to Bay", using stencils purchased from the Alameda County Urban Runoff Clean Water Program, located at 951 Turner Court, Hayward, California. Color and type of paint used shall be subject to the review and approval of the City Engineer prior to the issuance of building permits for the project.

After Occupancy:

The project architect/ engineer shall submit a letter to the City certifying the building has been constructed in conformance with the approved architectural plan, subject to the review and approval of the Assistant City Manager.